Job Description for Membership Coordinator

FIRST UNITARIAN CHURCH OF ST. LOUIS
Created: February 2015
Updated- 19 June 2015

Job Summary

The Membership-Involvement Coordinator’s job is to help the church welcome, incorporate and keep both new and established members and friends, as part of the church’s overall mission: to enable people to seek the spiritual resources that enable them to work for love, decency, tolerance and justice, in the church and in the world.

Time Required:
The Coordinator position is considered 0.5 of full time, averaging about fifteen hours a week. The exact time per week can vary greatly through the year depending on the church-year cycle of activities and visitors.

Reports to: Lead Minister

Coordinates with: Membership Chair, and P.R. Committee. Also communicates regularly with Church Council, Director of Religious Education, and other leaders as needed.

Principal Duties and Responsibilities:

1. Work in coordination with the Membership Chair and the Minister to help Visitors and new Friends on the path from being a Visitor to Friend or Member.
2. To advise the Church Council on developing and maintaining programs that will ensure church growth: including faith development, social responsibility, volunteer involvement, community building, and financial giving within the church.
3. To train and guide volunteers in doing the work of integrating new people into the church.
4. To help people in the church understand and communicate the different expectations and opportunities for Visitors, Friends and Members (both Associate and Voting Members).
5. To help the Office staff manage and maintain the database of church Visitors, Members and Friends.
6. To work with the Office Staff in our use of social media, such as Facebook, Twitter, and our Website.
7. To coordinate, as needed with the Religious Education director on connecting visitors, members and friends with the Faith Develop Programs of the church.
8. To help the Leadership Development Team collect data on personal interests and needs of Friends and Members of the church; and use this to help church Friends and Members involved with programs and volunteer work.
9. To understand and promote understanding of the diverse needs and interests that bring people to our church and that will help them find what they need.
Job Description for Membership Coordinator

10. To coordinate with outreach and P.R. programs of the church.
11. To work with the Minister and the Care and Concerns Committee to ensure the Pastoral needs of Friends and Members are met.
12. To work with the minister in developing Orientation to the Church sessions, and programs to welcome new Friends and Members to the congregation.

Requirements:
1. This job includes significant evening and weekend hours, especially on Sunday mornings.
2. The Coordinator must be a member in good standing with any Unitarian Universalist congregation.
3. The Coordinator must have a college degree and a history of job success.
4. The Coordinator must have a work skill and aptitude assessment completed by an agency of our choosing.

Additional skills needed:
1. Very good ability to organize and manage several projects at once.
2. Very good ability to work creatively and effectively with volunteers.
3. Excellent writing and speaking skills.
4. A high level of knowledge and skill in using “Social Media”.
5. A high ability to speak about UU identity, culture and values.
6. A good level of Intercultural Competency.
7. A good appreciation for theological diversity and LGBTQ concerns.
8. Good ability to be outgoing and friendly with people of all ages.
9. Ability to encourage others to invite and welcome people to the church.
10. Ability to understand the principles of church growth and membership.

Other Considerations of the Job:
This position is currently funded only through June of 2018. Financial viability for the position beyond that time will have to be proven and defended using membership, involvement and financial giving statistics. Our strongest financial support comes from long-standing members who are aging and beginning to be limited in their ability to offer time and money to the church, so attention must be given to the financial aspects of involvement. Individual people and households often connect with a particular program in the church and will usually need help transitioning their involvement from one ministry to another, such as between ministry to Children and Families to Middle-aged Adults without children, from to Young Adults to Students, or from very active Middle-aged Adults to Elder Adults.